

## **Information and Procedure Overview**

### **Overview**

- All fundraising events, campaigns, or solicitations tied to the CSU Pueblo Foundation or CSU Pueblo Athletics must be approved in advance
- The CSU Pueblo Foundation will process and track all donations
- Department, Club, or Athletics staff and program representatives are responsible for planning and execution of events
- Unauthorized fundraising or use of third-party payment platforms is prohibited.

### **Procedure**

#### ***1. Authorized Business Function Form***

##### **Before submitting a request:**

- Organizer must complete the official CSU Pueblo Authorized Business Function Form ([https://www.csupueblo.edu/purchasing/\\_doc/authorized-business-function-form-v.may2025.pdf](https://www.csupueblo.edu/purchasing/_doc/authorized-business-function-form-v.may2025.pdf)) and receive approval by the University before contacting the Foundation
- Organizer must secure approval of their appropriate Dean, Department Head, or Vice President prior to submitting an event request

#### ***2. Fundraiser/ Event Proposal Submission***

- Completion of this form is required to ensure appropriate approval and compliance with required policies.

#### ***3. Pre-Approval Discussion***

- Organizer must meet with CSU Pueblo Foundation staff
- Discussion should include:
  - Purpose and goals
  - Target audience/ donors
  - Timing (to avoid conflicts with other initiatives)
  - Alignment with university priorities

#### ***4. Approval***

- Submitted applications will be reviewed by the appropriate University or Foundation Representatives.

- Applicants will receive a decision within 5-7 business days
- Requests may be:
  - Approved
  - Denied
  - Returned for Revisions

**Donor Stewardship Requirement**

All organizers must complete follow-up with donors, including:

- Thank you communications
- Impact reporting (when applicable)

*Failure to complete stewardship may impact approval of future requests*